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Assistant Head of Lower School for Academics and Instruction

Exciting Opportunity at Francis Parker School in San Diego, California

Francis Parker School is seeking an enthusiastic, dedicated, and passionate educator who shares its core values: Students First, Academic Excellence, Global Perspective, Strength of Character, Inclusive Community, and No Limit to Better. Collegial and collaborative, Parker faculty create a learning environment that is dynamic and engaging. Parker faculty are content and pedagogical experts who invest in professional growth generously supported by the School. Importantly, Parker's unwavering commitment to being a diverse, equitable, and inclusive community creates a culture of respect for all.

If Parker's values and school culture resonate with you, we encourage you to consider this opportunity.

About Francis Parker School:

Francis Parker School is a coeducational independent day school in San Diego, California with 1315 students in grades JK-12. Founded in 1912, the school's mission is "to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective and strength of character prepare them to make a meaningful difference in the world." Francis Parker School has two campuses in close proximity. One in Mission Hills (Lower School JK-5), and a second in Linda Vista (Middle and Upper School 6-8 and 9-12, respectively).

Job Description:

The Assistant Head of Lower School for Academics and Instruction has the primary responsibility of improving the quality, coherence, and consistency of education delivered in the Lower School by collaborating with Division Heads, Assistant Division Heads, Office of Diversity, and the Director of Curriculum Alignment and Instructional Practice to oversee the evaluation, validation, and evolution of curricula and teaching standards.

Essential Duties/Responsibilities:

The Assistant Head of Lower School for Academics and Instruction will observe teachers' instruction, analyze assessment data, assess education standards, review curricular materials, recommend instructional techniques, arrange professional development workshops, provide training on culturally responsive teaching practices, develop assessments, and respond to questions from Division Heads, Department Chairs, and Teachers. The Assistant Head of Lower School for Academics and Instruction will collaborate with the Director of Curriculum Alignment and Instructional Practice to co-lead the Faculty Growth and Development Team to align and support coordination of Parker's work in:

- Community Engagement
- Character Education

www.francisparker.org

Linda Vista Campus
Mission Hills Campus

6501 Linda Vista Road
4201 Randolph Street

San Diego, CA 92111
San Diego, CA 92103

858 / 569-7900
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- Instructional Technology
- DEIB
- Social and Emotional Learning
- Health, Safety, and Wellness

Specific responsibilities include:

- Partner with Parker’s four divisions to lead and support systems and processes for the selection, development and curation of curricular resources and placement policies across JK-5 so that all students have access to high quality curriculum.
- Build capacity in teachers and leaders in understanding and designing instructional resources, support and guide teams in the process of revision and refinement of curriculum and equitable instructional practices.
- Lead and facilitate learning walks with various constituencies to assess the quality of teaching and learning and move instruction towards the ideal state of Parker teaching and learning.
- Conduct curriculum audits with an ABAR lens and gather and utilize other sources of quantitative and qualitative data to monitor progress towards improved student and staff outcomes and assess the impact of shifts to curriculum and curricular resources, PD, and instructional practices on student and staff outcomes.
- Collaborate with the Faculty Growth and Development Team to identify annual focal areas for professional growth
- Collaborate, co-create, and co-deliver professional development for leaders and teachers across the School.
- Collaborate with the Faculty Growth and Development Team and the Director of Curriculum Alignment and Instructional Practice to co-create, oversee, and execute a professional learning scope and sequence and curricular alignment outlined in Parker’s Strategic Direction.
- Function as the LS liaison for the Grade 5-6 transition team.
- Other duties as assigned by supervisor and based on interest and skill.

Qualifications:

- Instructional and programmatic vision, leadership, and knowledge of JK-8 educational standards.
- 2 or more years’ experience planning and leading professional development for educators is required
- 2 or more years’ experience coaching teachers is required
- Strong analytical and culturally competent skills for evaluating teaching strategies and instructional materials.
- Skill in creating data-driven processes to evaluate curriculum and pedagogical practices through internal and external metrics of success.
- Robust pedagogical knowledge and skills to mentor and build capacity in teachers and leaders on effective culturally fluent/competent instructional practices and restorative classroom management techniques.
- Familiarity and comfort with the “train the trainer” model of professional development in order to build capacity in leaders and faculty across the school.
- Outstanding collaboration, communication, and relationship-building skills are a must.



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- A bachelor's degree and teaching certificate are required
- A graduate degree related to curriculum and instruction, school administration, or leadership is preferred
- Proficiency in using technology to communicate, track and analyze data
- A strong and sincere commitment to professional development both in pedagogy and content area
- Teaching experience with developing multicultural, ABAR, and culturally responsive curriculum
- Strong interpersonal and cultural competency skills when working with students, parents, faculty, and School leadership
- High standards and high expectations for students
- Commitment to being a positive and contributing member of the professional community
- A love of children, a passionate commitment to the world of school, and a desire to work with all types of learners
- Extraordinary communication and presentation skills
- A desire to work in a highly collaborative environment

Salary and Benefits:

Francis Parker School is committed to attracting and retaining the highest quality faculty and staff through a substantial compensation plan, including competitive salary, TIAA retirement benefits and full medical/dental coverage. Individual salary is negotiable depending on years of experience and educational background.

Francis Parker School uses a salary scale that is based on educational degree and years of experience. Salary Range: \$90,000 - \$100,000 per year.

Non-Discrimination:

Francis Parker School values diversity and seeks talented students, faculty, and staff from different backgrounds. All employment decisions are made without regard to unlawful considerations of race, color, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), gender, sexual orientation, gender identity or expression, marital status, religion, national origin, ancestry, ethnicity, creed, age, mental or physical disability, medical condition, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local law.

Application Process:

If interested in the position, please fill out the electronic [Francis Parker School Employment Application HERE](#). You will need to upload the following documents during this process: a cover letter, resume and transcripts.

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If you CANNOT or DO NOT wish to submit your application through the link above, a cover letter, resume, transcripts, and a completed [employment application](#) should be submitted electronically to: parkerjobs@francisparker.org

Please find the PDF of our employment application here: [find it here](#)

[Please indicate which position you are applying for in the subject line.](#)

<https://www.francisparker.org/about-us-/employment>

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